)OCT 3 0 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

THROUGH   : Deputy Director of Security (PTOS)

SUBJECT   : MBO Objective OS-D-01-76

REFERENCE   : Memo from DD/P&M to DD/PTOS, same
                 subject, dated 19 September 1975

    1. As requested in the reference, attached is
the submission of this Division in response to Milestone
Two of the subject MBO Objective.

    2. The column headed RC (Retention Category) uses
letters a through d to indicate the following:

       a. must be kept by law

       b. must be destroyed

       c. should be kept

       d. should be destroyed

    Where there are two letters in the RC column
opposite a particular file type the figures indicate the
percentage of that type applicable to the accompanying
letter.

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Chief, Technical Security Division

Att

OFFICE OF THE CHIEF

FILE TYPE	QUANTITY (FT)	RC	
Policy	2	1.4	c .6
Personnel	3	c.8	d.2
Committee Files, Reports	6	c.75	d.25
(USIB, TSCS, ACWG, etc.)		4.5	1.5
Financial	2	c	
Chronos	1	c	
Project	2	d	
Tapes	.35	c	
Odd-Size	4.25	c.75	d.25
(Regulations - Handbooks)		3.2	1.1
Crypto material, charts)			

	Total	20.60

INTERAGENCY TRAINING CENTER

FILE TYPE	QUANTITY (FT)	RC		
Course Material	4	c		
Admin Files	6	c		
Technical Reports	4	c		
Application Notes	1	c		
Slides	1	c		
Cameras	1	c		
Miscellaneous	1	c		
Blueprints	2	c		
Medical Supplies	1	c		
Card Files (student records)	2	c		
Reference Material	11	8.75 c.75	d.25 8.75	
Technical Handouts	4	3 c.75	d.25 1	
Viewgraphs	2	c		
Catalogs	4	3 c.75	d.25 1	
Forms	4	3 c.75	d.25 1	
Lesson Tapes	4.5	c		

TOTAL 52.5

OPERATIONS BRANCH

FILE TYPE	QUANTITY (FT)	RC
Foreggn Station Files	40	c
Policy Papers	6	c
Chronos	2	c
STAT ☐	6	c
Classified Manuals & Publication	10	c
Working Papers (Operaions Branch Personnel)	20	c
STAT ☐	1.5	c
TOTAL	85.5	

NOTE: 50 feet of reference material was transferred to
Engineering & Planning Branch. Eighteen (18) feet
of reference material was destroyed.

BRIEFING AND SERVICES BRANCH

FILE TYPE	QUANTITY (FT)	RC
Requisition files, both complete and pending	6	c
Property control Record files	2	c
Policy, equipment and contractor files	4	c
Station files containing equipment listing at each Station	6	c
	5	c
	6	
BSB personnel files, misc. files.	14	c
Equipment maintenance records files (5x8)	3	c
List of stock itmas (total) (5 x 8)	2	a
		c
	39	
Manufacturer reference manuals, schematic diagrams, manufacturer catalogs, etc.	28	c
	19	c
Video tapes:		
TSD seminar 1968	.2	d
[ ] residential security briefings	.2	c
Various training presentations	.1	c

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$$\text{TOTAL} \qquad 134.5$$

ENGINEERING & PLANNING BRANCH

FILE TYPE	QUANTITY (FT)	RC		
Policy and Administration files	2.5	c		
Engineering Reports, proposals and studies	30.0	c		
Computer Texts and Printouts	2.5	c		
Engineering Drawings	3.0	c		
Engineering & Mathematical texts	22.0	c		3.0
Equipment Instruction Manuals	15.0	12.0 c.8	d.2	
Equipment and Parts Catalogs	13.0	9.1 c.7	d.3.9	
Engineering Periodicals	12.0	7.2 c.6	d.44.8	
TOTAL	**100.0**			

NOTE: 50 cu. ft. of reference material transferred from Operations Branch.

SECURITY EQUIPMENT BRANCH

FILE TYPE	QUANTITY (FT)	RC
Equipment Policy	.5	
Admin/Personnel	3.5	c
Equipment Studies	12.0	c
Equipment Installations	1.0	c
Equipment Installations	4.0	c
Technical Reference Materials	5.0	c
		c
TOTAL	**26.0**	

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